Procedure No.5-08-3
INFORMATION SYSTEMS ACQUISITION GUIDELINES

1. MANAGEMENT AND USER SUPPORT
    - Ensure that senior managers support and are actively involved throughout the development and implementation of an acquisition.
    - Ensure that users support the acquisition by actively participating in defining procurement requirements, developing the solicitation document, and verifying that the equipment and/or services contracted for meet the agency's needs.

2. PROJECT STAFFING
    - Ensure that the acquisition team has the necessary skills and authority to effectively plan and execute the acquisition.

3. NEEDS/REQUIREMENTS SPECIFICATIONS
    - Ensure that the acquisition is based on clearly understood needs or opportunities and that it is consistent with the overall strategy and architectures used by the agency.
    - Ensure that the agency defines its requirements, based on the needs identified earlier and validated by functional users, well enough to support the acquisition of hardware, software, telecommunications, and system development services. These requirements should primarily be expressed in functional terms.
    - Ensure that system specifications clearly and accurately summarize the agency's requirements.

4. ALTERNATIVES
    - Consider all reasonable alternatives for meeting the agency's needs.
    - Identify the risks, costs, and benefits of each alternative.
    - Select an alternative balancing expected benefits against costs, time, and risks of failure.

5. ACQUISITION PLANNING
    - Define an effective strategy and plan for selecting a contractor and managing contract performance.

6. SOLICITATION DOCUMENT
    - Ensure that the solicitation document is complete, clear, and consistent.
    - Ensure that requirements continue to reflect user needs.
    - Ensure that the evaluation process results in an effective and economical acquisition.

7. SOURCE SELECTION
    - Ensure that the source selection process is planned and carried out in order to successfully reach a contract that gives the best value to the government.

8. CONTRACT MANAGEMENT
    - Oversee contractor performance.
    - Ensure that contract requirements continue to accurately reflect user needs.
    - Verify that products and services delivered meet user needs.
    - Implement configuration management.
    - Modify the contract only as needed.
    - Enforce contract provisions intended to protect the agency, such as warranties or liquidated damages clauses.

9. TEST AND ACCEPTANCE
    - Fully define the agency's requirements for testing the technology to be purchased.
    - Carry out test and acceptance procedures to verify that the resources purchased meet the agency's needs.